

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 5 (PS101394)

DEPARTMENT: SHERIFF'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Schedule meetings and maintains an up-to-the-minute departmental calendar. Maintain and update the Sheriff's Office webpages and organizational chart. Draft, edit, and distribute correspondence as required. Answer incoming multi-line phone calls in a professional manner and takes detailed messages. Order supplies and maintain records retention compliance for the Office of the Sheriff. May perform diversified duties including obtaining and entering data from various sources, scanning documents and assisting in the submittal of new projects. Receive customer complaints/concerns by telephone, in person and online and ensure that they are addressed by the proper department staff members. Order supplies and handles records retention duties for the department. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Business, Public Administration, or a related field highly preferred. C-Suite administrative experience desired. Associates Degree in a related field and five (5) years related administrative experience, or an equivalent combination of education and experience required.

Must have and maintain a valid South Carolina's driver's license with a safe driving record.

Data Entry/Basic Skills test score of 80, Word score of 60 and an Excel score of 55 are required for this position.

Must be professional, dependable, have excellent organizational skills and maintain confidentiality and discretion when dealing with sensitive County information and documents.

Must have a high degree of technical skills, be proficient with Word, Excel, Visio, Outlook and Internet research techniques.

Skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

Applicants will undergo an extensive background check and a pre-employment polygraph test with an interview for selected applicants to follow.

Post offer drug and medical testing will be required.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Berkeley County Sheriff. Thirty-seven and one half (37.5) hours per week. Normal working hours Monday through Friday from 9:00 a.m. until 5:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Administrative Specialist 5 – Grade: C26

Entry Level Bi-Weekly Range: \$1192.70 - \$1371.60

Date of Posting: 11/01/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.